



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Economic Development

Date of Report January 31, 2019

Reporting Period Dec. 1 – Dec. 31

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Housing Trust

- Construction started on 6003 Seat Pleasant Dr. TBD Completion Date 1/28/19
- 6212 Addison Rd Under Contract
- Added flood light to front of 710 71st
- 6512 Basement Mold Remediation (Licensed) & sump pump installed to eliminate flooding.

USDA Renovation

- Value engineering in process. (Lower Hard Construction Cost)
- Fence & Screen Quote Received For City Hall.

GRANTS DIVISION

Gaskins Property Demolition Update:

- The Interior demolition is completed
- Final payment to utility companies have been received
- Utility disconnection of overhead power and meters are pending as of today (12/11/2018)
- Submitted change orders for hazardous materials under review by City's contracted Project Manager Demolition permit pending utility close-out letters from utility companies. Requests and follow-up activity being conducted by Economic Development Project Manager
- General Contractor scheduled to start demolition 48-72 hours after receiving permit and should take 60 days or less.

Prince George's County Council Special Appropriations Grant

Resubmitted to the new City Council

- Prince George's County Planning Department – Planning Assistance to Municipalities and Communities
- Grant Stakeholder meeting held with representatives from M-NCCPC, State Highway Administration, Park and Planning contracted project developers, Park and Planning – Neighborhood Revitalization and Transportation Division.

NEIGHBORHOOD COMMERCIAL COMPLIANCE DIVISION

The NCC division has multiple categories which has been listed below, the numbers beside the category represents the number of violations found throughout the city for that month. The numbers also show increase and decrease in the months following.

November Report:

City Code 59.2: Grass and Brush/ Leaf Removal: 60
 City Code Chapter 67: Unfit Building; Property Maintenance: 34
 City Code 154.2.1.D: Motor Vehicles Unregistered or Inoperable Motor Vehicle: 16
 City Code 101-1: Sanitation - Accumulation of Trash and Debris: 28
 City Code 129.4: Solid Waste-Accumulation of Deposits AKA Bulk trash: 29
 City Code Chapter 63: Building Construction Violation: 7

Parking Tickets 64

December Report:

City Code 59.2: Grass and Brush/ Snow Removal: 42
 City Code Chapter 67: Unfit Building; Property Maintenance: 76
 City Code 154.2.1.D: Motor Vehicles Unregistered or Inoperable Motor Vehicle: 10
 City Code 101-1: Sanitation - Accumulation of Trash and Debris: 20
 City Code 129.4: Solid Waste-Accumulation of Deposits AKA Bulk trash: 34
 City Code Chapter 63: Building Construction Violation: 4

Parking Tickets 87

FINANCIAL ADVISOR

- Budget for Outcome
 - Met with the Grant Manager to review the departmental 2018 Budgeting for Outcomes
- Opportunity Zone
 - Attended the Opportunity Zones meeting on December 7, 2018
 - Reviewed revisions to the Opportunity Zone regulations.
 - Developed a letter for potential investors.
- Assignment Agreement for 6303 Field Street
 - Prepared the buyout numbers for the assignment agreement relating to the property located at 6303 Field Street.
 - Reviewed the assignment agreement prepared by the attorney.

- Worked with the attorney to modify the assignment agreement to incorporate into the agreement the Mayor's amended price offer.
- Worked with the attorney to review and rebuked the counter offer from the purchaser.
- Community Development Block Grant
 - Met w/ Grant Manager to review the reports submitted by the Proposed Contractor for Program Year 43.
- Annexation
 - Attended a meeting with the Director and an Annexation Attorney
- Maryland Department of Natural Resources
 - Assisted the Grant Manager with the preparing of the grant requesting for smart city's improvements to be installed on the portion of the Chesapeake Trail owned by the city.
- State of The City Address
 - Assisted the Director of Economic Development in preparing the departmental accomplishments and activities undertaking by the department during 2018.
- City's Retirement Plan
 - Met with Human Resource Director and CBIZ to discuss a retirement plan proposal submitted by CBIZ to take over the management of the City's 501 A and 557 retirement plan
 - Reviewed the company's financial statements submitted to the Security Exchange Commission.
 - Prepared a report on the financial strengths of CBIZ. As an ongoing concern.
 - Reviewed and prepared comments on the modifications in the guidelines relating to hardship distributions. This modification was part of the 2017 Tax and Job Act signed into law on December 28, 2017
- Prince George's County Delegation
 - Attended the hearing in which the Prince's Georges County delegation discussed bill that will possible be introduced in the Maryland House of Delegation
- Tax Incentive Plan
 - Reviewed and forward to the Department Director tax concession grant to new business such as State Income Tax Credit, Real Estate Tax Credits and Personal Property Tax Credits.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- None

Indicate problems identified, barriers encountered, and solutions reached.

GRANTS DIVISION

- *Need to *Engage, Educate and Empower* those residents who are unemployed, underemployed and unskilled. (Seat Pleasant unemployment rate 17%).
- Another grant writer needed. Currently, the division has 29 items:
 - 13 secured grants
 - 4 pending grants
 - 12 projects/potential grants

- Partnerships needed with workforce development organizations like The Training Source, Career OneStop, etc. Grant funding needs to be sought for stipends, transportation, uniforms, etc. Once this is done more renting residents can consider home ownership

Identify goals for the next reporting period.

GRANTS DIVISION

Gaskins Demo Commencement
 USDA Renovation Construction Commencement
 40% increase in grant site perusal by PT grant writer

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item_____

FY_2018_Budget (Previous Year)	FY 2019__Budget (Current Year)	FY 2019__Actual (Current Year)
\$6,489,779.01	\$6,124,205.00	\$5,030,878.23

Expenditures

Line Item_____

FY__18__ Budget (Previous Year)	FY __19__Budget (Current Year)	FY ____19_Actual (Current Year)

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Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc